**OSIBUAMHE ZULIAT**

Mambila Barracks, Asokoro Abuja

Mobile: 07037561314

Email: **osibuamhezuliat@gmail.com**

**CAREER OBJECTIVE:** To work in a challenging environment that aims obtaining the best from employees and consequently recognizes and reward productivity. More so, seeking an administrative position in the organization, where my experience in administration and office management will be effectively proffered to the growth of the organization.

**SKILLS AND ATTRIBUTES:**  An individual with good communication skill and excellent in human relationship. Ability to express technical information in creative and simple manners with well developed observation.

**PERSONAL DATA**

Date of Birth: 27th November, 1989

State of Origin: Edo State

Sex: Female

Marital Status: Single

Religion: Islam

Nationality: Nigerian

**ACADEMIC QUALIFICATIONS WITH DATES**

HND, Office Technology and Management

**Auchi Polytechnic, Auchi** 2016

ND**,** Office Technology and Management

**Auchi Polytechnic, Auchi** 2010

National Examination Council (NECO)

**Izuh-Rudeen Muslim Secondary School, Jattu** 2008

First School Leaving Certificate (FSLC)

**Okpodu Primary School, Ayogwiri** 1999

**PROFICIENCY CERTIFICATION**

Proficiency certificate in Human Resource Management

Chartered Institute of Arts Management and Professionals 2018

**WORK EXPERIENCE**

**Rescuer Friends and Foundation (R-Team)**

Abakaliki, Ebonyi State (NYSC)

**Position:** Secretary

**Duration:** 2018

**Nigerian Army Post Housing Development**

Mambilla Barracks, Abuja

**Position:** Secretary

**Duration:** 2011

**Ogun – Oluwani Nig. Ltd**

Auchi, Edo State

**Position:** Cashier

**Duration:** 2014 – 2015

**COGNATE PROFICIENCIES**

* Microsoft Windows, Android
* Corel Draw
* Microsoft Excel
* Power Points
* Google Earth

**INTEREST AND ACTIVITIES**

Attending Seminars, Reading Motivational books and meeting people.

**REFEREES**

Available on request.